

**SECRET**

MS 179  
4.1

-8 JUN 1954

**MEMORANDUM FOR: Assistant Director of Personnel**

**SUBJECT : Increase in T/O for the Cable Secretariat**

**REFERENCES : Memorandum dtd 15 Oct 53, Subject: T/O for the Cable Secretariat-Message Center, Office of the Director**

1. The present T/O for the Cable Secretariat-Message Center, Office of the Director, providing for [ ] spaces broken down as shown at Tab A, has proved inadequate. In order that the Cable Secretariat may discharge competently and expeditiously its mission, as shown in Tab B, the present T/O needs to be revised to provide an increase in the number of Duty Officers, Assistant Duty Officers and Typists. It has been necessary to divert personnel for major portions of the day and even on a semi-permanent basis from their primary responsibilities to fill in where personnel should have been assigned on a permanent basis. The volume of work is now such that it is considered impractical to divert personnel in sufficient numbers from their primary duties to assist the Duty Officers and Typists to perform their missions.

25X9

2. It is recommended, therefore, that the T/O for the Cable Secretariat-Message Center, Office of the Director, be amended as follows:

ADD	: 1 Watch Officer	GS-12
	5 Assistant Watch Officers	GS-11
	3 Clerk Typists	GS-4
DELETE	: 4 Cable Analysts	GS-9
NET	406 PERSONNEL	
INCREASE:		5

3. The proposed T/O, with the changes incorporated, is at Tab C.


OFFICE #22.1 DIRECTOR

**SECRET**

JUN 16 1954

**SECRET**

4. Detailed explanation and justification in support of this revision, together with the Organization Chart, are at Tab D. Revised job sheets are attached at Tab E.

  
Executive Assistant  
to the Director

25X1A

Attachments: Tab A - T/O for Cable Secretariat  
Tab B - Mission of Cable Secretary  
Tab C - Proposed T/O for Cable Secretariat  
Tab D - Drawing of Organization Chart  
Tab E - Revised Job Sheets

**SECRET**

**CONFIDENTIAL**